

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 19-407T OPENING DATE: 27-Sep-19 CLOSING DATE: 15-Oct-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Materials Handler, D1909000, WG-6907-07, E-4/CPL/SPC - E-7/SFC, PARA/LIN: 1622-007

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$21.28-\$24.85 PH

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

USPFO, Warehouse, Phoenix, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION:

This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a **Permanent Appointment** after successful completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Applicant **MUST** submit complete ERB and/or other documentation to verify possession of MOS.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, in a military unit supporting USPFO and must possess the following MOS: 88M, 88N, 92A or 92Y

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

Relocation Incentive may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

NOTES:

Note: This position is subject to working weekends

Note: Must have valid Security clearance.

Note: Must be GCSS-Army Licensed on forklift and HAZMAT Certified.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan and lay out work to be accomplished in the shop which is then completed by the individual and lower graded worker(s).
2. Knowledge about devising and maintaining all program plans and records and skilled in surveillance and troubleshooting techniques.
3. Able to determine approaches, methods and courses of action required to accomplish the mission of the shop in an effective and efficient manner.
4. Knowledge of providing recommendations and input to the supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, leave, etc.

SPECIALIZED EXPERIENCE: Must possess at least 12 months experience performing inventory and inspections to determine serviceability of stocked items. Experience in interpreting and applying written instructions, reference materials, publications, and manuals. Experience in setting up and rotating storage locations considering factors such as life expectancy, available space, product turnover, etc. Experience or training which demonstrates the ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

BRIEF JOB DESCRIPTION: This position is located in the USPFO Warehouse. The purpose of this position is to serve as a Small Shop Chief (SSC) with the responsibility for the overall operations of a small shop. The position oversees and directs works of one or more Materials Handlers, WG-6907-06, who are assigned to the shop. The incumbent performs the full range of non-supervisory work of the shop.

SELECTING OFFICIAL: MAJ JULIE JARVIS
